Philosophy - People are our most valued asset and human resource management is one of the most important employer responsibilities. This is especially true in Cornell Cooperative Extension where employees are key to fulfillment of our mission. Human resource management is governed in part by legal requirements and in part by the values and standards of an organization. It is our intention to ensure that both humanistic and legal requirements are met and that human resource policies are both fair and progressive.

Purpose - The purpose of this policy manual is to communicate the Association’s personnel policies to employees. A human resource policy manual serves as a management and leadership tool providing information for dealing with human resource questions, development opportunities, and concerns. This Policy Manual is not a contract of employment, express or implied, and should not be construed as such nor limit the application of the principles of “employment-at-will” on the part of the employee or employer. The policy manual provides an overview of the Association's policies that relate to rules, regulations, practices, compensation, and benefits that affect employment and guide daily operations. The employee policy manual provides general guidelines regarding Association's policies. It is not meant to include the specific details of every Association policy.

Revisions - The Association continually strives to improve and update its policies. New policies may therefore be added or current policies may be modified or revoked at any time with or without cause or notice, with the exception of the employment-at-will policy. The Association also reserves the right to interpret all information presented in this employee manual and to make exceptions to these policies at its sole discretion.

Previous Employee Policy Manual - Unless otherwise stated, this employee policy manual supersedes and replaces any human resource policy manual previously issued by the Association.

Policy Updates - An employee is responsible for being familiar with the policy manual and any policy additions or revisions that are disseminated by the Association, whether hard copy or web-based.

Government Regulations – In the event that a federal, state, or local regulation conflicts with any provision contained in this employee policy manual, the regulation shall prevail and the provision deemed amended to the extent necessary to comply with said regulation.

Questions - Any questions regarding any provision in this policy manual should be directed to your supervisor.